



## **COMMISSION ON CORRECTIONAL PEACE OFFICER STANDARDS AND TRAINING**

**APPROVED**

### **Curriculum Review Committee Meeting Wednesday, September 18, 2002 CPOST Headquarters**

#### **In Attendance:**

Lt. Pietro DeSantis II, Committee Chairperson	Ms. Sally Morgan, YATC
Dr. Paul Bestolarides, Committee Member	Ms. Gretchen Jung, Hq CDC
Lt. Dennis Kent, CPOST	Ms. Lillian Hill, CDC ODT
Ms. Merrie M. Wilson, CPOST (Recorder)	Mr. Steve Komure, CYA
Ms. Monique Ford, CPOST	Mr. Gary Parks, YATC
Mr. Michael Jaime, CDC Dept. Training Office	Ms. Marilyn Galano, YATC
Dr. Robert Main, CDC Hq	Mr. Michael Day, CDC ODT
Ms. Mary Wakefield, YATC	Ms. Alison Malloy, YATC
Mr. Pete Zajac, CYA Training	Mr. Carlos Sanchez, Commissioner
Ms. Sherry West, CDC ODT	

#### **Committee Member(s) Absent:**

Mr. Doug Peterson, Committee Member  
Ms. Mary McElhannon, Committee Member

#### **I. Introductions**

The Curriculum Review Committee meeting was held on Wednesday, September 18, 2002 at CPOST Headquarters, 3161 Dwight Road, Elk Grove, CA. The Committee Chairperson, Lt. DeSantis, and recorder, Merrie M. Wilson, were present. A quorum being present, the meeting was called to order at 9:10 a.m. Introductions followed.

#### **II. Draft Minutes From Previous Meeting**

Lt. DeSantis called for corrections to the minutes from the August 26, 2002 meeting. After minor corrections were made, Dr. Bestolarides moved, and it was seconded, that the minutes be approved as amended. A vote was taken; the motion carried.

Lt DeSantis called for corrections to the minutes for the August 27, 2002 meeting. Dr. Bestolarides moved, and it was seconded, that the minutes be approved as written. A vote was taken, the motion carried.

### III. Lesson Plan Reviews

#### CYA Supervisor's Training

##### ❖ Facilitation and Meetings

To meet CPOST Standard #4e, a copy of the video, *'More Bloody Meetings'*, that is used in teaching this lesson plan should be provided for CPOST file. If this is a copyrighted video, designers should follow procedures explained in paragraph 1 of CPOST submission procedures.

Dr. Bestolarides moved to recommend Provisional Approval of this lesson, the motion was seconded. A vote was taken; the motion carried.

##### ❖ Risk Management

To meet CPOST Standard #2, the designers need to include a statement of course prerequisites. To meet CPOST Standard #4c, the designers need to insure that learning objectives are directly related to job performance. To meet CPOST Standard #4e, a copy of the video, *"Who Moved My Cheese?"*, that is used in teaching this lesson plan should be provided for CPOST file. If this is a copyrighted video, designers should follow procedures explained in paragraph 1 of CPOST submission procedures.

Lt. DeSantis moved to recommend Provisional Approval for this lesson plan; motion was seconded. A vote was taken and the motion passed.

##### ❖ Performance Appraisals

To meet CPOST Standard #4d, the designers must clarify information on page 9 of the Instructors guide.

Lt. DeSantis moved to recommend Provisional Approval for this lesson plan; motion was seconded. A vote was taken and the motion passed.

##### ❖ Inappropriate Relationships

To meet CPOST Standard #4c, the designers need to clearly state the criterion of acceptable performance; specify how well the learner must perform to be considered competent. To meet CPOST Standard #4e, the designers need to assure that learning objectives are directly related to job performance.

Lt. DeSantis moved to recommend Provisional Approval for this lesson plan; motion was seconded. A vote was taken and the motion passed.

##### ❖ Analyzing Your Strengths

Lt. DeSantis moved to recommend Full Approval for this lesson plan; motion was seconded. A vote was taken and the motion passed.

#### **CDC Supervisory**

❖ **Orientation to Advanced Supervision**

Lt. DeSantis moved to recommend Full Approval for this lesson plan; motion was seconded. A vote was taken and the motion passed.

❖ **Basic Supervision, Roles and Responsibilities of the Supervisor**

This lesson plan was withdrawn.

❖ **Leadership, Lieutenant's Academy Version**

This lesson plan was withdrawn.

#### **BCOA Lesson Plans**

❖ **Digital Unclothed Body Search**

To meet CPOST Standard #2, the designers must include a statement of course prerequisites. To meet CPOST Standard #4c, the designers must assure that learning objectives are directly related to job performance. To meet CPOST Standard #4e, a copy of the CD presentation must be provided for CPOST file. To meet CPOST Standard #4f, the designers must assure that performance measures assess whether learning objectives have been accomplished.

Lt. DeSantis moved to recommend Provisional Approval for this lesson plan; motion was seconded. A vote was taken and the motion passed.

The following lesson plans were withdrawn:

❖ **Staff Rights, Responsibilities, and Expectations**

❖ **Firearms Familiarization**

❖ **Supervision of Inmates III**

❖ **Introduction to Chemical Agents**

#### **IV. FINAL COPIES**

##### **YATSD**

❖ **Introduction to Treatment**

This lesson plan was withdrawn.

Lt. DeSantis moved to recommend Full Approval for the following lesson plans; motion was seconded. A vote was taken and the motion passed.

- ❖ *Female Offenders*
  - ❖ *Budgets*
  - ❖ *Personnel Practices*
  - ❖ *Planning and Organizational Skills*
- CDC Supervisory**

Lt. DeSantis moved to recommend Full Approval for the following lesson plans; motion was seconded. A vote was taken and the motion passed.

- ❖ *Basic Supervision, Ethics and Values*
- ❖ *Emergency Operations, Interim Emergency Commander – Lieutenant's Academy*
- ❖ *Escape Prevention (Lieutenant's Academy Version)*

**V. Other Business**

CYA's Basic Academy Class Schedule Modification has been tabled until the next meeting.

A **special** Curriculum Review Committee meeting is scheduled for Thursday, October 10, 2002. The deadline for lesson plan submission is 1:00 p.m., Wednesday, September 25, 2002.

**VII. Adjournment**

There being no further business or discussion the meeting was adjourned at 1:40 p.m.

/s/

Merrie M. Wilson  
Office Technician, CPOST  
Recorder